



USAID | LIBERIA
FROM THE AMERICAN PEOPLE

INTERNAL VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Budget Analyst** for its Office of Financial Management.

VACANCY #: 669-11-005

OPEN TO: INTERESTED MISSION PERSONNEL
Current employees serving a probationary period are not eligible to apply.

POSITION: Budget Analyst

OPENING DATE: **November 25 2010**

CLOSING DATE: **December 07, 2010**

SALARY: Ranging from USD 17,006 to USD 25,508 p.a. depending on full performance standards.

WORK HOURS: Full-time: 40 hours/week

BASIC FUNCTION OF THE POSITION

The position is located in the Office of Financial Management, USAID/Liberia. The incumbent works under the supervision of the Chief Accountant. The Budget Analyst works with program/project and operating expense budgets, conducts a wide variety of analyses in furtherance of the mission programs, generates and prepares complex financial reports for USAID/Washington, USAID management, US Embassy and other US Government organizations.

MAJOR DUTIES AND RESPONSIBILITIES *(includes but not limited to):*

- Responsible for development and monitoring of budget information for both operating expense and program administrative support operations. This includes capturing and analyzing budgetary information that is necessary for submission of the Mission's annual reporting (OE and Program Administrative budgets, workforce planning, special operations and account reporting) and implementation of the annual Program Administrative Support Cost Budget (workforce allocation, special requirements, etc.).
- Ensures that all transactions for obligation adhere to USAID policies and regulations. Receives Modified Acquisition and Assistance Request Document (MAARD), Purchase orders, travel authorizations, contracts, leases and etc. ensures that funds are available within each budget allowance program and/or any limitation imposed on the allowance. Verifies that all transactions are properly documented and approved by a duly authorized official. Meets periodically and on a quarterly basis with each Technical Officer, Technical Team Leaders, and Embassy Personnel to review the status of each Project and Administrative support instrument.
- Conducts investigations and recommends corrective measures in accordance with the appropriate operational guidelines and procedures when informal commitments occur. S/he prepares the adjustment documents (e.g. journal vouchers and 1081s) to transfer funds to the correct appropriations and correct funding problems.
- Assist technical teams and the Program Office in forecasting future resource requirements by providing financial data for the sector portfolio, PD&L (Program Development and Learning) and program administrative support funds.

- Develops internal ad hoc reports with graphical presentation of the financial data to illustrate how efficient programs/sectors are managed. Consults with various technical offices to discuss the program/sector reporting needs. Analyzes the information required, designs, formats and generates tailored financial reports from the official accounting data.

- Works closely with the other Financial Management Office staff including Project Accountant and Financial Analysts to ensure the legitimacy of disbursement, timely disbursement of valid and approved request for payment and advances; accuracy of information in the Phoenix financial system; and development of periodic and ad hoc Management reports.

The Budget Analyst provides complete coverage during the absence of Project Accountant from the post.

Performs other miscellaneous duties as assigned by the Controller or the Chief Accountant.

REQUIRED QUALIFICATIONS:

Education: The successful candidate must possess a minimum of a bachelor's degree, or equivalent, major (Accounting, Business management and/or Finance).

Prior Work Experience: A minimum of five years in progressively more responsible experience in financial management, especially in budgeting and accounting, demonstrated experience in managing operating expense funds and performing budget analysis is preferred.

Knowledge A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting budgeting and reporting are required.

Post Entry Training: Limited post-entry training to update technical skills will be provided on a periodic basis. Extensive on-the job training will focus on USAID specific policies and procedures and be provided through reading relevant documents and short rotations to other offices as needed (e.g. Controller's Office, Program Office).

Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read): Level IV, fluent in both spoken and written English.

Abilities and Skills: First and foremost, the candidate should have strong analytical capabilities, careful attention to detail, and accuracy in financial and budget planning, processing and managing cashier functions. Second is the ability to work under pressure and accelerated deadlines. Products must be accurate but must often be turned around in short timeframes due to the highly visible nature of this program. The Budget Analyst should have strategic thinking skills with the ability to link the qualitative aspects of projects/programs to the quantitative aspects of budget, which is important in planning and justifying funding requests. Also critical is a demonstrated ability to work cooperatively; to be a team player.

Strong verbal and written English skills are a must. Finally, superior computer skills are required to accomplish everything outlined above, including EXCEL spreadsheets, PowerPoint presentations, Microsoft Word documents.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY:

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest to applicant's professional qualifications and/or work experience.

SUBMIT APPLICATION TO:

Budget Analyst Position

USAID/Liberia,

C/O American Embassy, Gate Number 3, Mamba Point, Monrovia

Or by E-mail to: Monrovia-HR@usaid.gov